

How to Update Tier 2/Local Help Desk POC Information on the DTS Travel Center Website

1. At the top of each page displaying the local help desk phone numbers and email addresses is a link to update the contact information. Click on this link, "Click here to request updates"



2. Update or provide new help desk phone numbers and/or email addresses in the text boxes provided. Your submission will be routed to the Operations Team for verification. This form should not be used to submit held desk issues or concerns.

NOTES:

1. Please include the commercial phone number along with the DSN extension.
2. If you are submitting an email address, please make sure it is a generic email address, we are unable to display personal email addresses on the website.

Tier 2 Help Desk Updates

Use this form to request updates to the Tier 2 Help Desk Contact List. Do not use this form for technical questions about DTS or for issues concerning the website.

Please enter your contact information below.
Required fields are marked with an asterisk(*).

Name *:

Email Address *:

Phone:

Enter information for the site you wish to update.

Service/Agency *:

Site *:

Phone *:

Email Address:

Note: email address must be generic; personal email addresses will not be listed.

Comments: